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## Office Memorandum • United States Government

TO

Chief, Intelligence School

DATE: 16 October 1956

FROM

Chief, Reading Improvement Branch

SUBJECT:

Weekly Activities 9-16 October 1956

- 1. Reading Improvement Class No. 31 started Monday, 15 October, with 30 students enrolled. Offices are represented as follows: DD/S 7; DD/I and Executive Secretariat 9; DD/P 14. The class is being conducted in three one-hour sections: 8:30, 10:00 and 11:15 a.m.
- 2. The employees who completed Reading Improvement Class No. 30 are being retested this week.
- 3. Two new study reading tests based on cable material have been completed and will be used for improvement measurement in the current class.
- 4. We are drafting terms of reference for further study of the problem of readability of Agency memoranda.

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25 YEAR RE-REVIEW